



JOB POSTING
UNCLASSIFIED APPOINTMENT
(UNCLASSIFIED APPOINTMENT NOT TO EXCEED SEPTEMBER 30, 2017)

POSTING NUMBER:	HR-0002	ISSUE DATE:	February 5, 2015
TITLE:	Secretarial Assistant 1, Non-Stenographic	CLOSING DATE:	February 10, 2015
DIVISION / UNIT:	Sandy Recovery Division	SALARY RANGE:	A20: \$49,263.43 - \$69,662.11
LOCATION:	101 S. Broad Street Trenton, New Jersey		
POSITIONS:	1	DISTRIBUTION:	DEPARTMENT

DESCRIPTION OF MAJOR DUTIES:

REQUIREMENTS:

Serves as secretary primarily to the Deputy and Assistant Commissioner, who oversees the Sandy Recovery Division. Maintains daily calendar's, coordinates engagements, travel arrangements, hearings, conferences and meetings, as required. Prepares correspondence and reports as directed. Greet visitors, receive and screen phone calls and route as appropriate.

EXPERIENCE:

Five (5) years of experience in secretarial and administrative clerical work.

NOTE: Successful completion of a clerical training program with a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0002
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer